

UNCLAS STATE 036868

FOR CLOS, MANAGEMENT OFFICERS, AND EFMS

E.O. 12958: N/A

TAGS: KFLO, AMGT, APER

SUBJECT: PREPARING FAMILY MEMBER APPLICANTS FOR THE 2005
PROFESSIONAL ASSOCIATES (PA) PROGRAM

1. Summary: HR/CDA will announce the 2005 Professional Associates (PA) Program in a separate telegram in early March. The CDA cable will contain specific information on the application process and will include a listing of hard-to-fill (HTF) foreign service (FS) positions for which family members can apply. Family members selected for these positions will be hired as Professional Associates on Family Member Appointments (FMA). The salaries will be centrally funded. In anticipation of the announcement, the Family Liaison Office offers the following frequently asked questions in order to prepare family members to respond to the cable. End summary.

2. What is the difference between the Professional Associates Program and the hard-to-fill exercise?
Positions that are underbid by qualified Foreign Service bidders are designated HTF. These positions are opened up to Department of State career civil service employees and to eligible family members (EFM's) at the post to which their respective sponsoring employee is assigned. EFM's selected for these positions are hired as Professional Associates on Family Member Appointments (FMA).

3. Who is eligible to apply for these positions?
For the purposes of this exercise, you must be an eligible family member on the orders of a direct hire USG employee or military service member (from any agency under COM authority) assigned to the overseas post for which you wish to apply.

4. What are the other eligibility requirements?
Specific requirements will be outlined in detail in the announcement cable. However, in order to serve in these positions, you must have or be eligible for a USG security clearance. This requires U.S. citizenship. If selected,

you must commit to working in the PA position for one year.

5. Where will I find the positions?

The HTF positions will be listed at the end of the announcement cable in the following format:

Grade/post/position/incumbent/org code/position number

Example: fs02/seoul/gso/jones/331001/3124300

6. What kind of information should I include in my application?

We advise family members to consult the job requirements for the specific position in order to submit a viable application. Family members should tailor the application to the position and address the requirements completely. Links to information on the knowledge, skills, abilities and experience required for FS positions on the Department of State (DOS) career website follow.

<http://careers.state.gov> - home page go to FS officer- what does an FS officer do?

<http://www.foreignservicecareers.com/officer/careertrack> - survey on FSO career tracks

<http://www.careers.state.gov/officer/roles/management.html> - management officer

<http://www.careers.state.gov/officer/roles/consular.html> - consular officer

<http://careers.state.gov/officer/roles/economic.html> - economic officer

<http://careers.state.gov/officer/roles/political.html> - political officer

<http://careers.state.gov/officer/roles/diplomacy.html> - public diplomacy officer

<http://www.careers.state.gov/specialist/opportunities/index.html> - specialist information

EFM's are encouraged to network with the regional bureaus in order to obtain supplemental information on the positions listed in the announcement cable. It would be appropriate to e-mail or otherwise contact the Human Resources Officer in charge of FS assignments in the executive office of the bureau concerned.

7. I am currently on a Family Member Appointment (FMA).

If selected, how will this affect my current appointment?
Family Member Appointments are limited non-career FS appointments with a five-year not-to-exceed (NTE) date. They are position specific. If you are selected for a Professional Associate position, you will be converted from your current FMA to a new FMA with an NTE date of five years from the date of the appointment.

8. I understand in the past that positions were limited. Is that the case now and, if so, why?
In the recent past, the implementation of the Diplomatic Readiness Initiative increased the Department's ability to hire more Foreign Service employees to fill vacant positions. This resulted in fewer positions available to family members. Staffing and hiring programs have always been and will continue to be subject to funding availability.

9. Who reviews my application?
Once your application is received, it will first be reviewed to ensure that you have the minimum eligibility requirements and then vetted through a panel of subject matter experts to determine your qualifications against the job requirements. CDA will forward qualified applicants' names to the respective bureaus for review and consideration.

10. The grade level for these positions will be listed on the announcement cable. Is that the grade at which I will be hired? If not, how will grade level be determined?
The grade level listed on the announcement cable indicates the full performance level of the position. If you are selected for the position, a qualified human resources specialist will determine your grade, based on the qualifications you outlined in the application.

11. I have previously served as a Consular Associate. Will I be able to be considered for vacant consular positions advertised as HTF?
Given the fact that the adjudication function is reserved for commissioned Foreign Service officers and direct hire civil service employees on excursion tours, family members will not be eligible to apply for those positions that require the ability to adjudicate. Any limitations will be outlined in the announcement cable. The Consular Associate Program remains available to qualified EFM's. Consular

Associates are hired locally at post.

12. Additional guidance, FAQs, and updates will be posted on FLO's website as they become available at <http://hrweb.hr.state.gov/flo/employment/htf.htmls>. We encourage family members to use this information in order to prepare and submit the most comprehensive and accurate application package possible.

13. Minimize considered.
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